

**Mission**

The offices of the Clerk of Circuit Court, Clerk of Juvenile Court, Court Commissioner, Family Court Counseling Services, and the Register in Probate coordinate and manage the general legal, business, public communications, and financial operations of the Waukesha County Circuit Courts. The circuit courts are responsible for hearing and adjudicating all state, county and some municipal actions related to traffic, criminal, family, civil, juvenile and probate law. Cases are heard by State Circuit Court judges and County Court Commissioners. The collective goal of the Circuit Court Services divisions is to support the operation of the courts and provide superior justice related services to all case participants and the general public. The business services and responsibilities of the courts are defined by state statute, circuit court rules, and county policies and include:

court case management and event tracking	court records management
court calendar management and scheduling	courtroom operations support
case related financial management and accounting	jury management
operating and capital budget management	technology, security, facility coordination

**Financial Summary**

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
<b>General Fund</b>						
Personnel Costs	\$5,076,805	\$5,483,144	\$5,424,235	\$5,697,327	\$214,183	3.9%
Operating Expenses	\$1,508,735	\$1,485,637	\$1,515,548	\$1,433,350	(\$52,287)	-3.5%
Interdept. Charges	\$1,260,154	\$1,292,894	\$1,263,435	\$1,317,575	\$24,681	1.9%
Fixed Assets	\$7,683	\$8,000	\$7,633	\$0	(\$8,000)	-100.0%
<b>Total Expenditures</b>	<b>\$7,853,377</b>	<b>\$8,269,675</b>	<b>\$8,210,851</b>	<b>\$8,448,252</b>	<b>\$178,577</b>	<b>2.2%</b>
General Government	\$1,629,418	\$1,689,468	\$1,691,820	\$1,692,300	\$2,832	0.2%
Fine/Licenses	\$896,020	\$914,500	\$895,000	\$919,700	\$5,200	0.6%
Charges for Services	\$1,337,709	\$1,441,824	\$1,424,500	\$1,459,000	\$17,176	1.2%
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$104,981	\$139,500	\$140,000	\$165,000	\$25,500	18.3%
<b>Total Revenues</b>	<b>\$3,968,128</b>	<b>\$4,185,292</b>	<b>\$4,151,320</b>	<b>\$4,236,000</b>	<b>\$50,708</b>	<b>1.2%</b>
<b>Tax Levy (b)</b>	<b>\$3,885,249</b>	<b>\$4,084,383</b>	<b>\$4,059,531</b>	<b>\$4,212,252</b>	<b>\$127,869</b>	<b>3.1%</b>

**Position Summary (FTE)**

Regular Positions	104.75	104.75	104.75	104.75	0.00	
Extra Help	1.59	1.38	1.25	0.75	(0.63)	
Overtime	1.22	1.12	0.95	0.55	(0.57)	
<b>Total</b>	<b>107.56</b>	<b>107.25</b>	<b>106.95</b>	<b>106.05</b>	<b>(1.20)</b>	

(a) Adopted 2002 tax levy was \$3,825,272 and was increased with a contingency fund transfer of \$95,000. Amount shown reflects 2002 actual expenses less revenue.

**Current and Proposed Capital Projects**

(Refer to Capital Project Summary for additional project information)

Proj. #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 03	Estimated Operating Impact	A=Annual T= One-Time
9704	Courtroom Remodeling – Phase 1	2003	\$320,000	100%	\$0	A
200410	Courtroom Remodel – Phase 2	2005	\$500,000	0%	\$0	A
200326	Justice Facility Project Phase II	2008	\$14.575 mil	0%	TBD	A

**Departmental Objectives for 2004:****Clerk of Circuit Court Office**

1. Partner with the State Circuit Court Automation Program (CCAP) and Information Systems to add courts data to the County data warehouse to allow for analysis in support of requests from the Criminal Justice Collaborating Council (CJCC) and its committees. (Critical Issue #6, 1<sup>st</sup> quarter 2004)
2. Collaborate with other justice partners through the Criminal Justice Collaborating Council to explore initiatives intended to reduce jail population and provide efficiencies in the justice system. (Critical Issue #10, all quarters 2004)
3. Develop Small Claims self-help information including a "how-to" guide and an informational video or power point presentation to assist the public and free up staff time. (Critical Issue #4, 1<sup>st</sup> quarter 2004)
4. Complete Phase I remodeling activities in two courtrooms/hearing rooms to improve heating and cooling efficiencies and increase judge, juror and staff efficiencies and comfort. (Critical Issue #1, 4<sup>th</sup> quarter 2004)
5. Explore potential efficiencies in collections procedures with DOA-Collections and expand payment plan initiatives with the Criminal/Traffic judges to improve overall efficiency and effectiveness in collecting outstanding financial obligations.
6. Develop new models for securing interpreter services to reduce costs and create potential community partnerships. (Critical Issue #8 and #9, 2<sup>nd</sup> quarter 2004)
7. Implement in-court processing of traffic and ordinance forfeiture cases to improve customer service and improve case flow efficiency and speed. (Critical Issue #5, 2<sup>nd</sup> quarter 2004)
8. Complete Family Court Self Help post judgment programming and fully implement the volunteer Family Legal Clinic to fulfill the missions of the self-help program. (Critical Issue #9, 4<sup>th</sup> quarter 2004)
9. Implement a security and safety training program with staff based on Waukesha-specific materials under development to ensure staff has clear, concise direction in emergency situations. (Critical Issue #1, 2<sup>nd</sup> quarter 2004)
10. Develop divisional web page content and online request forms for the public and attorneys to provide greater efficiency and increased public service. (Critical Issue #9, ongoing)
11. Create a training model for Deputy Clerks and Calendar Clerks to ensure adequate cross-training that will allow for rotation of staff from division to division. (Critical Issue #5, 3<sup>rd</sup> quarter 2004)
12. Implement new electronic court recording technologies to partially handle increasing court reporting workload to avoid increases in staffing. (Critical Issue #8, 1<sup>st</sup> quarter 2004)
13. Collaborate with justice partners to increase the utilization of video technology in court appearances. (Critical Issue #8, 3<sup>rd</sup> quarter 2004)
14. Expand the implementation of file tracking and file standards to other court divisions to improve efficiency in locating files and ensure the accuracy of file contents. (Critical Issue #7, 2<sup>nd</sup> quarter 2004)
15. Promote the County Clerical Certification Program to provide opportunities for improved customer service, training, and development of staff. (Critical Issue #2, 1<sup>st</sup> quarter 2004)
16. Work with other county departments to implement online credit card payments to improve timeliness of payment. (Critical Issue #3, 3<sup>rd</sup> quarter 2004)

**Juvenile Court Office**

1. Collaborate in the transition of Juvenile division responsibility and oversight to the Clerk of Courts. (Critical Issue #4, 3<sup>rd</sup> quarter 2004)
  2. In conjunction with the Security and Facilities Committee, develop an internal security-training program for staff. (Critical Issue #3, 4<sup>th</sup> quarter 2004)
  3. Implement a more aggressive plan to collect current and delinquent court ordered obligations; (Critical Issue #10 thru 14, all quarters 2004)
  4. Plan for the inclusion of Juvenile cases in the Waukesha County Self-Help Center (Critical Issue #15, 4<sup>th</sup> quarter 2004)
  5. Develop a Juvenile division component to the Circuit Court website. (Critical Issue #16, 1<sup>st</sup> thru 4<sup>th</sup> quarter 2004)
  6. Implement plans to streamline the movement of files from the courtroom to the file room. (Critical Issue #16, 4<sup>th</sup> quarter 2004)
  7. Coordinate destruction of appropriate juvenile file records and related microfilmed records. (Critical Issue #7, 3<sup>rd</sup> quarter 2004)
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**Court Commissioners Office and Family Court Counseling Services**

1. Provide formalized mediation training for the newest family court counselor and continue training of the three newest family court counselors in mediation as well as evaluations to ensure the highest level of knowledge and service to users. (Critical Issue #2 and #5, 1<sup>st</sup> quarter 2004)
2. Implement a computerized client management program, consider customizing some features of the program, and begin training staff in the use of the program to provide for effective client and program management. (Critical Issue #7, 2<sup>nd</sup> quarter 2004)
3. Complete the entry of current data into the client management program to ensure the ability to utilize the program to its most efficient level. (Critical Issue #7, 3<sup>rd</sup> quarter 2004)

**Register in Probate**

1. Expand Probate information available on the Courts' Web Site to assist pro se customers. (Critical Issue #9, ongoing in 2004)
2. Continue the transition to Microsoft Word, Excel, and the CCAP case management and financial applications software to increase efficiency in the department's use of computers. (Critical Issue #7, 2<sup>nd</sup> quarter 2004)
3. Review the statistical reports available through CCAP case management software to develop better systems for tracking court case activities and workflow. (Critical Issue #4, 3<sup>rd</sup> quarter 2004)
4. Continue to work with the "Train the Trainer" Committee to develop a courthouse security manual for personnel. (Critical Issue #1, 1<sup>st</sup> quarter 2004)
5. Continue to explore options for use of video conferencing equipment in civil commitment cases to reduce court and transportation costs. (Critical Issue #7, ongoing in 2004)
6. Assess and implement the use of the CCAP bar coding and file tracking software to reduce time locating case files. (Critical Issue #4, 4<sup>th</sup> quarter 2004)
7. Assess and implement a program for seeking reimbursement for advocate counsel costs from parties in civil commitment cases to reimburse the county for the fees paid by the County. (Critical Issue #3, 1<sup>st</sup> quarter 2004)
8. Review and assess the distribution of responsibilities within the Register in Probate Office to fully utilize the greater functionality provided to the department by the reclassification of a Program Assistant to a Deputy Register in Probate. (Critical Issue #2, 1<sup>st</sup> quarter 2004)

**Major Departmental Strategic Achievements from 7/01/02 to 6/30/03:****Clerk of Circuit Court Office**

1. Laid the groundwork for the capture and development of statistical information for analysis related to needs of the Criminal Justice Collaborating Council.
  2. Developed file standards in the Family Division and began monitoring new case files for compliance.
  3. Completed the courts' transition to Microsoft Office and to the new JAVA version of CCAP. Expand the use of web-based Internet and intranet initiatives to enhance communications and information sharing with courts personnel and the public. (Critical Issue 6, 4<sup>th</sup> quarter 2002)
  4. Implemented the time required to serve on jury from one month to two weeks.
  5. Continued the development of court self-help forms and informational materials. Received recognition for the self-help website in the form of the Top-10 Justice Web sites and named a finalist for the Justice Achievement award.
  6. Effectively implemented the use of CCAP provided bar-coding software and hardware in Criminal/Traffic Division and developed associated policies and procedures.
  7. Developed an on-line jury questionnaire and automated the collection of juror responses. Approximately 550 online questionnaires were received as of 7/1/03.
  8. Completed over twenty web initiatives including a jury supply form, employee emergency contact on-line form, benefit bank balance report, judicial assignment database, project management user documentation, asset inventory database and volunteer attorney database.
  9. Completed the purging of old Criminal/Traffic records stored at Northview to comply with Supreme Court rules.
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**Juvenile Court Office**

1. Participated in CCAP implementation and training on upgrade to case management software and Microsoft Office Suite 2000 software.
2. Worked with DOA-Collections to pursue other types of collections.
3. Reviewed Business continuity box stored at Northview on a quarterly basis, and distributed copies of the updated Juvenile Court plan to all staff.
4. Developed policies and procedures for collecting Advocate Counsel fees.
5. Developed ad hoc reports to gather Juvenile Legal Fees information to be sent to the State.

**Court Commissioners Office and Family Court Counseling Services**

1. Implemented a change in policy that resulted in establishing user fees for mediations and evaluations that more closely reflected actual costs
2. Hired three new family court counselors, and completed in-house training for all three.
3. Purchased a computerized client management program that allowed for complete computerization of our client information and resulted in increased daily efficiency and productivity.
4. Completed the reconfiguration of the Family Court Counselors' offices to make them more ergonomically correct and efficient.
5. Initiated a project to combine court commissioner and family division case files.
6. Coordinated the shared use of commissioner clerical support to support the daily operation of the Self-Help Center.
7. Continued work with the Waukesha County Court Self-Help Program by assisting in the design of forms and instructions to ensure ease of use and conformity with State law.
8. Modified commissioner assignments and schedules to accommodate changes in State law and personnel needs to maximize use of commissioner resources.
9. Continued to use and expand videoconferencing technologies in appropriate Commissioner hearings, in order to increase the efficiency of the hearing process, and reduce costs associated with security and transportations of defendants and respondents.

**Register in Probate**

1. Completed initial conversion and staff training following our upgrade to the new version of the Combined Courts Automation Program (CCAP) for court case management and related office suite changes including MS Office 2000 software.
  2. Worked with a statewide committee and the Director of State Court's office to develop and revise probate-related forms to create model forms for use throughout the state.
  3. Converted our existing manual cashiering system to the automated state CCAP cashiering and financial management system and coordinated all related financial activities with the Clerk of Court's office.
  4. Transferred accounts payable entry processes to the Clerk of Court's Administrative unit.
  5. Participated in the successful processing of numerous live civil commitment hearings conducted via the use of an integrated video conferencing system between this facility and the County Mental Health Center.
  6. Reviewed and developed procedures for annual protective placement hearings to minimize guardian ad litem costs associated with the mandatory hearings.
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## Clerk of Courts-Administrative Services Division

**Program Description**

Direct the general operation of the Criminal/Traffic, Family, and Civil divisions of the Clerk of Circuit Courts office and the Court Self-Help program. Coordinate fiscal and budgetary operations for the Clerk of Court, Court Commissioner, Family Court Counseling Services, Probate, and Juvenile Court offices, and direct the receipt and disbursement of all court-ordered fine and forfeiture obligations and trust funds. Coordinate juror qualification, summons, and service for all 12 circuit courts. Coordinate information technology services, court services computer network support, and CCAP hardware and software maintenance for all court units. Coordinate facility planning and capital project management for court operations. Provide fiscal management, budget development, strategic planning and project management assistance to court divisions and the Court Self-Help program.

**Performance Measures**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Juror Satisfaction Rating (Department Goal > 90%)	92%	95%	94%	95%	0%

<b>Staffing (FTE)</b>	<b>9.06</b>	<b>9.03</b>	<b>9.51</b>	<b>9.02</b>	<b>(0.01)</b>
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Personnel Costs	\$556,291	\$576,033	\$598,492	\$611,954	\$35,921
Operating Expenses	\$128,087	\$118,472	\$104,913	\$95,250	(\$23,222)
Interdept. Charges	\$166,120	\$105,143	\$103,156	\$104,817	(\$326)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$850,498</b>	<b>\$799,648</b>	<b>\$806,561</b>	<b>\$812,021</b>	<b>\$12,373</b>
General Government	\$1,153,506	\$1,165,000	\$1,167,000	\$1,177,000	\$12,000
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$344,009	\$323,824	\$312,000	\$335,000	\$11,176
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$44,559	\$60,000	\$60,000	\$75,000	\$15,000
<b>Total Revenues</b>	<b>\$1,542,074</b>	<b>\$1,548,824</b>	<b>\$1,539,000</b>	<b>\$1,587,000</b>	<b>\$38,176</b>
<b>Tax Levy</b>	<b>(\$691,576)</b>	<b>(\$749,176)</b>	<b>(\$732,439)</b>	<b>(\$774,979)</b>	<b>(\$25,803)</b>

**Program Highlights**

There are no direct position or staffing changes in this unit. Personnel cost to continue is partially offset by employee turnover and a slight reduction in divisional overtime.

Reductions in divisional operating and interdepartmental charges include technology related hardware and software purchases, conference and training funds, and related travel expenditures, judicial expenditures for on-line legal research reflecting cost changes under new contract parameters, and costs related to contracted assistance for judicial law interns will be reduced as a result of changes in contracted hours of service.

For 2004, revenue increases totaling \$38,200 are based on expected levels of interpreter reimbursement through the State increasing by \$12,000, continued favorable collection of bail forfeiture judgments increasing by \$14,000, and slightly higher interest earnings by \$15,000 from historic low rates in 2003. There is no increase in the state Circuit Court Support Grant budget amount of \$1,135,000 due to the state fiscal crisis.

**Activity**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Network Users Supported	129	130	138	135	5 users
Equipment Supported	245	256	260	260	4 devices
Gross Annual Dept Receipts	\$12.9 mil	\$12.5 mil	\$16.5 mil	\$17.0 mil	\$4.5 mil
Total # of: Jury Trials Started	125	150	130	145	(5)
Jury Days	277	275	260	270	(5)

## Clerk of Courts-Criminal &amp; Traffic Division

**Program Description**

Direct and coordinate in-court support and record management services for all criminal, and traffic related case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all felony, misdemeanor, criminal/traffic, and traffic/ordinance cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for fines, forfeitures, restitution, and bail as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.

**Performance Measures**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Case Clearance Rates</b>					
Felony	103%	100%	107%	100%	0%
Misdemeanor	98%	100%	100%	100%	0%
Criminal Traffic	84%	100%	110%	100%	0%
Traffic Forfeiture	100%	100%	100%	100%	0%
Ordinance	100%	100%	100%	100%	0%

<b>Staffing (FTE)</b>	<b>33.51</b>	<b>33.32</b>	<b>33.32</b>	<b>33.17</b>	<b>(0.15)</b>
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Personnel Costs	\$1,364,432	\$1,499,281	\$1,456,127	\$1,542,442	\$43,161
Operating Expenses	\$375,236	\$415,400	\$437,850	\$428,225	\$12,825
Interdept. Charges	\$567,155	\$575,874	\$612,304	\$628,293	\$52,419
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$2,306,823</b>	<b>\$2,490,555</b>	<b>\$2,506,281</b>	<b>\$2,598,960</b>	<b>\$108,405</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$850,700	\$870,000	\$850,000	\$875,200	\$5,200
Charges for Services	\$316,170	\$363,500	\$327,500	\$345,000	(\$18,500)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$1,166,870</b>	<b>\$1,233,500</b>	<b>\$1,177,500</b>	<b>\$1,220,200</b>	<b>(\$13,300)</b>
<b>Tax Levy</b>	<b>\$1,139,953</b>	<b>\$1,257,055</b>	<b>\$1,328,781</b>	<b>\$1,378,760</b>	<b>\$121,705</b>

**Program Highlights**

There are no direct position or staffing changes in this unit. Base overtime expenditures for 2004 are reduced by 41%. Divisional overtime provides for required coverage when court proceedings extend past 4:30, and for coverage if court order entry backlogs occur. These expenditure reductions help offset some of the cost increases due to countywide increases in employee cost to continue.

Costs for criminal proceedings have increased significantly and consist of an increase of \$12,000 for psychiatric evaluations, and an increase of \$15,000 to cover court ordered counsel in those criminal and criminal traffic cases where a defendant does not meet State Public Defender indigency criteria. Reductions of \$13,600 are made in discretionary expenditure areas such as staff training and related travel (reducing the budget amount to zero) along with several other expenditure areas such as witness costs and juror costs have been reduced based upon historical spending levels.

Interdepartmental charges for Court Security and Prisoner Transport through the Sheriff's department are budgeted to increase by \$53,000. This increase reflects cases heard by five circuit court judges and approximately 1.5 court commissioners. This increase also reflects a re-allocation of expenditure to this division from the Civil Court division.

Revenue from collections for state and county fines and forfeitures is budgeted at approximate 2003 levels in anticipation of a tighter economy. Increases in collections for court appointed counsel have been offset by more conservative collection estimates for cash bail forfeitures. Collections for court costs, restitution fees, and municipal forfeiture fees are \$13,300 less than the previous budget level based on expected collections in 2004.

## Clerk of Courts-Family Division

## Program Description

Direct and coordinate court support and record management services for all family related case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all divorce, paternity, custody/visitation, and support enforcement cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for case filings and case fees as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary. Coordinate activities with the Court Self-Help program.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Case Clearance Rates					
Divorce/Paternity	105%	100%	101%	100%	0%
File Accuracy Standards	N/A	N/A	90%	95%	N/A

<b>Staffing (FTE)</b>	<b>11.75</b>	<b>12.74</b>	<b>12.74</b>	<b>12.62</b>	<b>(0.12)</b>
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Personnel Costs	\$485,796	\$555,957	\$564,228	\$583,963	\$28,006
Operating Expenses	\$288,118	\$167,025	\$214,933	\$164,300	(\$2,725)
Interdept. Charges	\$152,469	\$250,020	\$227,400	\$236,150	(\$13,870)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$926,383</b>	<b>\$973,002</b>	<b>\$1,006,561</b>	<b>\$984,413</b>	<b>\$11,411</b>
General Government	\$313,629	\$360,648	\$361,000	\$351,300	(\$9,348)
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$174,263	\$130,000	\$133,500	\$139,000	\$9,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$561	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$488,453</b>	<b>\$490,648</b>	<b>\$494,500</b>	<b>\$490,300</b>	<b>(\$348)</b>
<b>Tax Levy</b>	<b>\$437,930</b>	<b>\$482,354</b>	<b>\$512,061</b>	<b>\$494,113</b>	<b>\$11,759</b>

## Program Highlights



There are no direct position or staffing changes in this unit. Base overtime expenditures for 2004 are reduced. Divisional overtime provides for required coverage when court proceedings extend past 4:30, and to ensure coverage if court order entry backlogs occur. These expenditure reductions partially offset the cost to continue existing staff.

A procedural change in the appointment and payment of Guardian ad Litem (GAL) counsel in divorce and paternity cases, initiated by the circuit court judges and court commissioners, was instituted as of September 1, 2003. In this new process, following the initial deposit of \$1,000 by case participants to begin legal services, any continuing work performed by the GAL, which exceeds the deposit, will need to be paid in advance by the parties and paid directly to the GAL. Judicial officers and court staff advocated this change in an effort to control rapidly rising county expenditures in divorce and paternity cases. Normally, the only exceptions to this will be for indigent case participants. This financial change will slowly result in a reduction in direct county GAL costs in this area, with a 2004 budget amount of \$132,000 (no change from 2003).

Interdepartmental charges for collection services and microfilming have been reduced by \$18,650 based upon projected Family division activity, while court security funding is budgeted to increase by \$6,000,

Revenues from Guardian ad Litem recoveries through DOA-Collections are increased by \$10,000 based upon positive prior year's experience and higher prior year GAL expenditure levels. This nearly offsets a reduction of \$10,700 in State GAL reimbursement funds.



## Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Total Self-Help Center annual contacts (In Person/Internet web page hits)	18,327	8,250	45,000	50,000	41,750

## Clerk of Courts-Civil Division

## Program Description

Direct and coordinate court support and record management services for all Civil division case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all large claim and small claim cases, and temporary restraining orders involving domestic or child abuse, or harassment cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for case filings and case fees as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.



Performance Measures	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Case Clearance Rates					
Large Claim	102%	100%	102%	100%	0%
Small Claim	101%	100%	90%	100%	0%

<b>Staffing (FTE)</b>	<b>20.03</b>	<b>19.03</b>	<b>19.03</b>	<b>18.88</b>	<b>(0.15)</b>
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Personnel Costs	\$814,199	\$864,743	\$853,057	\$912,684	\$47,941
Operating Expenses	\$148,486	\$130,065	\$123,774	\$123,125	(\$6,940)
Interdept. Charges	\$241,747	\$198,412	\$164,147	\$181,737	(\$16,675)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$1,204,432</b>	<b>\$1,193,220</b>	<b>\$1,140,978</b>	<b>\$1,217,546</b>	<b>\$24,326</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$1,980	\$2,000	\$2,000	\$2,000	\$0
Charges for Services	\$195,516	\$240,000	\$230,000	\$231,500	(\$8,500)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$197,496</b>	<b>\$242,000</b>	<b>\$232,000</b>	<b>\$233,500</b>	<b>(\$8,500)</b>
<b>Tax Levy</b>	<b>\$1,006,936</b>	<b>\$951,220</b>	<b>\$908,978</b>	<b>\$984,046</b>	<b>\$32,826</b>



## Program Highlights

There are no direct staffing level changes in this unit with the exception of a reclassification request to create a Clerk Typist III position and abolish a Clerk Typist II position. Base overtime for 2004 is reduced by \$6,500 or 16% to partially offset existing staff cost to continue. Budgeted overtime provides required coverage when court proceedings extend past 4:30 and discretionary internal overtime to allow for case management activities in the event of back-logs. Approximately 1,600 hours of temporary assistance continues to be budgeted for cost effective on-call civil jury bailiffs used in lieu of higher cost sworn deputies in civil trials at a budgeted expenditure of \$21,500.

Reductions in discretionary expenditure areas such as staff training and related travel have been made to offset increases in areas where costs are mandatory. Costs related to Guardian ad Litem appointments made on behalf of children in alleged domestic abuse or child abuse injunction cases have been reduced by \$2,000. Interdepartmental charges decrease due to a reduction of \$15,000 in court security expenditures based on recent activity levels as determined by improved service tracking with the Sheriff's office.

Civil large claim and small claim case filings are both trending downward. Divisional revenues from case filings and related Clerk fees have collectively been reduced by \$8,500 for the 2004 budget.



Activity	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Domestic Abuse, Child Abuse and Harassment Filings	526	535	540	535	0



## Juvenile Court

**Program Description**

Provide for the administrative and financial management of the Juvenile Court and, in accordance with state and federal regulations, is responsible for the collection and disbursement of victim restitution, court fines and fees and any other administrative costs ordered by the court. Perform all court related activities of juvenile matters per Chapters 48, 51, and 938 of the Wisconsin Statutes. These activities include: accepting petitions/citations for case initiation; scheduling hearings; preparing court orders; and collecting and disbursing restitution at the conclusion of a case. Collect all costs, fines, fees and assessments for proper distribution to the state, county and local municipalities. Record and maintain all required case data relative to case filings for forwarding to various state agencies for reporting purposes.

**Performance Measures**Case Clearance Rates

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Juvenile delinquency / JIPS	114%	100%	110%	100%	0%
Juvenile ordinance	101%	100%	85%	100%	0%
Juvenile Chap 51 commitment	109%	100%	115%	100%	0%
Juvenile adoption	97%	100%	103%	100%	0%
Juvenile capiases	96%	100%	98%	100%	0%
Juvenile-all other	100%	100%	105%	100%	0%

<b>Staffing (FTE)</b>	<b>10.04</b>	<b>9.49</b>	<b>9.49</b>	<b>9.30</b>	<b>(0.19)</b>
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Personnel Costs	\$393,819	\$435,804	\$410,528	\$429,734	(\$6,070)
Operating Expenses	\$193,697	\$233,000	\$219,486	\$221,400	(\$11,600)
Interdept. Charges	\$74,776	\$92,385	\$86,856	\$91,731	(\$654)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$662,292</b>	<b>\$761,189</b>	<b>\$716,870</b>	<b>\$742,865</b>	<b>(\$18,324)</b>
General Government	\$87,200	\$86,820	\$86,820	\$87,000	\$180
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$5,474	\$20,000	\$20,000	\$25,000	\$5,000
<b>Total Revenues:</b>	<b>\$92,674</b>	<b>\$106,820</b>	<b>\$106,820</b>	<b>\$112,000</b>	<b>\$5,180</b>
<b>Tax Levy</b>	<b>\$569,618</b>	<b>\$654,369</b>	<b>\$610,050</b>	<b>\$630,865</b>	<b>(\$23,504)</b>

**Program Highlights**

There are no direct position or staffing changes in this unit. Base overtime and extra help for 2004 are reduced by \$7,200 (73%) to partially offset the existing staff cost to continue. Budgeted overtime provides for required coverage when court proceedings extend past 4:30 and for a minimum amount of discretionary internal overtime provided to allow for case management activities in the event of back-logs. All temporary assistance previously utilized for on-call in-court deputies has been eliminated. The Clerk of Court and Juvenile Clerk will explore options to provide court staffing in emergency instances.

Reductions in discretionary expenditure areas such as staff training and related travel have been made to offset increases in areas where costs are mandatory. An expenditure of \$2,000 is included in the budget to provide for an upgrade to the sound system in the Juvenile Center Commissioner Hearing Room. This increase is offset by expenditure reductions totaling \$10,000 for psychiatric services for juveniles and advocate counsel appointments for parents of alleged delinquent children based upon prior year actual experience. Charges for juvenile transport provided by the Sheriff's Office are reduced by \$6,600 based upon prior year experiences.

Other revenues include an increase of \$5,000 budgeted for juvenile forfeitures based upon expanded referrals of past-due court ordered obligations.

**Activity**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<u>Juvenile Restitution Orders</u>					
Number of Orders	131	N / A	115	125	N / A
Amount paid of Restitution	\$72,609	N / A	\$75,000	\$80,000	N / A

## Family Court Counseling Services

### Program Description

The Family Court Counseling Service office advocates for the best interests of children whose parents are involved in divorce and paternity actions. Staff provides evaluation and mediation services to assist the case parties and the court in resolving custody and physical placement disputes.



### Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
% Cases Successfully Mediated	49%	50%	40%	50%	0%

<b>Staffing (FTE)</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
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Personnel Costs	\$407,376	\$422,447	\$429,405	\$458,063	\$35,616
Operating Expenses	\$8,502	\$15,300	\$12,700	\$9,650	(\$5,650)
Interdept. Charges	\$10,835	\$15,591	\$15,516	\$19,957	\$4,366
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$426,713</b>	<b>\$453,338</b>	<b>\$457,621</b>	<b>\$487,670</b>	<b>\$34,332</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$43,340	\$42,500	\$43,000	\$42,500	\$0
Charges for Services	\$128,613	\$193,500	\$200,500	\$216,500	\$23,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$171,953</b>	<b>\$236,000</b>	<b>\$243,500</b>	<b>\$259,000</b>	<b>\$23,000</b>
<b>Tax Levy</b>	<b>\$254,760</b>	<b>\$217,338</b>	<b>\$214,121</b>	<b>\$228,670</b>	<b>\$11,332</b>



### Program Highlights

There are no direct position or staffing changes in this unit. Expenditure reductions achieved as a result of higher than normal turnover in 2003 are partially offset by new employees choosing family coverage levels and the cost to continue increase for existing staff.

Cost reductions are made in the budgeting of conference / training funds and related travel expenditures as well as mileage reimbursement for home visits conducted by family court counseling staff. For 2004, the division plans to implement a client management computer application package obtained at no acquisition charge from Dane County but will necessitate \$1,000 budgeted to cover user training and some minimal application customization.

A \$4,300 increase in End User Technology charges for computer related hardware and software support is budgeted. This is the only division in which all computers and related support are provided through the county, not the state.

Efforts in 2003 that resulted in an increase in mediation and custody study fees were successful. The 2004 budget reflects a total increase of \$10,000 in these fees based upon current year activity. Additional activity from Family case filings is also expected to generate a revenue increase of \$13,000.



### Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Mediation Cases Opened	616	625	605	620	(5)
Custody/Visitation Studies	240	240	250	250	10

## Court Commissioners

**Program Description**

Court Commissioners are directed by the Circuit Court Judges to hold hearings and handle case proceedings to facilitate the judicial process through the exercise of quasi-judicial authority in matters authorized by statute. Court Commissioners are involved in, and hear matters arising from all divisions of the circuit court system including; criminal, family, paternity, civil, small claims, probate, and juvenile cases.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>
Personnel Costs	\$727,340	\$756,760	\$755,719	\$796,757	\$39,997
Operating Expenses	\$28,366	\$25,500	\$23,889	\$17,750	(\$7,750)
Interdept. Charges	\$8,714	\$10,249	\$9,645	\$10,155	(\$94)
Fixed Assets	\$7,683	\$8,000	\$7,633	\$0	(\$8,000)
<b>Total Expenditures:</b>	<b>\$772,103</b>	<b>\$800,509</b>	<b>\$796,886</b>	<b>\$824,662</b>	<b>\$24,153</b>
General Government	\$33,083	\$35,000	\$35,000	\$35,000	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$33,083</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$739,020</b>	<b>\$765,509</b>	<b>\$761,886</b>	<b>\$789,662</b>	<b>\$24,153</b>

**Program Highlights**

There are no direct position or staffing changes in this unit. Personnel costs for this division have increased due to wage increases and employee benefit increases.

The 2004 budget reduces discretionary expenditure areas such as continuing education, staff training and related travel, which are being made to offset increases in areas where costs are mandatory. Funds previously budgeted for contracted assistance to provide supplemental staff support during vacations is eliminated, and coverage assistance will be coordinated through the use of existing staff across all court operations divisions.

The 2004 budget reflects a reduction in expenditures for Per Diem court reporting assistance in anticipation of reduced usage made possible by coordinating efforts to utilize digital recording processes and existing staff.

No Fixed Asset expenditures are requested for 2004; an expenditure for a Digital Recorder for court hearings was made in 2003

## Register in Probate

## Program Description

This office coordinates the judicial activities, administrative functions and financial management of the Probate Court including the opening, closing, maintenance and preservation of all files dealing with probate proceedings. This includes estate proceedings, trusts, adult guardianships and protective placements, adult adoptions, adult civil commitments, and juvenile guardianships of the estate. These cases are maintained in accordance with federal and state law, and county policies and procedures.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<u>Case Clearance Rates</u>					
Civil Commitments	96%	100%	103%	100%	0%
Guardianships	91%	100%	102%	100%	0%
Adult Adoption	100%	100%	100%	100%	0%
Estates	114%	100%	105%	100%	0%

<b>Staffing (FTE)</b>	<b>8.67</b>	<b>8.64</b>	<b>8.64</b>	<b>8.06</b>	<b>(0.58)</b>
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Personnel Costs	\$327,552	\$372,119	\$356,679	\$361,730	(\$10,389)
Operating Expenses	\$338,243	\$380,875	\$378,003	\$373,650	(\$7,225)
Interdept. Charges	\$38,338	\$45,220	\$44,411	\$44,735	(\$485)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$704,133</b>	<b>\$798,214</b>	<b>\$779,093</b>	<b>\$780,115</b>	<b>(\$18,099)</b>
General Government	\$42,000	\$42,000	\$42,000	\$42,000	\$0
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$179,138	\$191,000	\$221,000	\$192,000	\$1,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$54,387	\$59,500	\$60,000	\$65,000	\$5,500
<b>Total Revenues:</b>	<b>\$275,525</b>	<b>\$292,500</b>	<b>\$323,000</b>	<b>\$299,000</b>	<b>\$6,500</b>
<b>Tax Levy</b>	<b>\$428,608</b>	<b>\$505,714</b>	<b>\$456,093</b>	<b>\$481,115</b>	<b>(\$24,599)</b>

## Program Highlights

The division is reclassifying a Program Assistant position to a Deputy Register in Probate position to provide greater service coverage in the office. Base overtime and extra help for 2004 are reduced by \$14,200 or 81% of the 2003 budget. Budgeted overtime provides for required coverage when court proceedings extend past 4:30 and for a minimum amount of discretionary internal overtime to allow for case management activities in the event of back-logs.

Expenditures for court-appointed psychiatric evaluations on involuntary commitment cases is increased by \$2,000 to \$212,000 for 2004 due to continued growth in the number of these cases. In anticipation of a new practice to try to have service providers directly bill case members for costs incurred in their commitment exams, budgeted expenditures are reduced by \$5,500 to \$62,000. Reductions are made in discretionary expenditure areas such as continuing education, staff training and related travel to offset increases in areas where costs are mandatory.

Other Revenue is increasing for 2004 by \$5,500 to reflect an increase in GAL recoveries related to chapter 51 involuntary commitment cases based upon estimates of potential first time collections.



## Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Estate Proceedings Opened	759	850	825	825	(25)
Guardianships Opened	230	250	240	250	0
Adult Adoptions Opened	9	6	6	6	0
Civil Commitments Opened	1,168	1,100	1,186	1,175	75
Guardianship/Protective Placement Review	1,796	1,775	1,780	1,775	0